

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: EXECUTIVE

POSITION: HUMAN RESOURCES MANAGER

POSITION SUMMARY

The Urban Redevelopment Authority of Pittsburgh (URA) is seeking an experienced Human Resources Manager. Responsibilities include overall administration of the URA's employment and personnel matters, including, but not limited to, refining and implementing the recruitment and selection processes, developing and maintaining diversity in the workplace, job and salary classifications and descriptions, policy development and management, employee relations, equal employment opportunities, humanistic services such as Employee Assistance Programs (EAP), standardized performance appraisals and effective records management.

The successful candidate will work closely with the URA's Administration Manager and implement best practices related to the human resources field. The Human Resource Manager will report directly to the URA's Executive Director. More information about the URA can be found at www.ura.org.

EXAMPLES OF REPRESENTATIVE DUTIES

- Maintain management guidelines by preparing, updating and recommending human resource policies and procedures
- Advise the Executive Director and Department Directors and make appropriate recommendations regarding organizational policies and activities
- Provide programs and support for fair and equitable hiring, retention and advancement of a diverse staff
- Maintain the work structure by updating job requirements and job descriptions for all positions
- Maintain organization staff by establishing a recruiting, testing and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes
- Prepare employees for assignments by establishing and conducting orientation and training programs
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning and implementing pay structure revisions
- Ensure planning, monitoring and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors
- Maintain employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to

management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs related to benefits

- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings
- Maintain historical human resource records by designing a filing and retrieval system; keeping past and current records
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personnel networks; participating in professional societies
- Negotiate rates and packages with contractors, consultants and vendors on group benefit related services
- Review federal, state and local laws related to the administration of benefit plans; develop plans and procedures to ensure compliance
- Prepare Requests for Proposals (RFP) and make recommendations regarding contract awards
- Other duties as assigned

SKILLS

- Demonstrate expertise with theory, principles, practices, and modern trends in the fields of human resources, personnel management and benefits administration
- Demonstrate expertise with federal, state and local laws, regulations and court decisions applicable to employment, human resources and all personnel related areas
- Ability to understand, interpret, explain, and apply URA policy and procedures
- Ability to exercise sound, expert independent judgment within policy guidelines
- Ability to exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Excellent verbal, written and presentation skills
- Creative and dynamic personality with strong interpersonal and problem-solving skills

QUALIFICATIONS

This position, which is at-will and non-union, requires a Bachelor's Degree preferably in a human resource, public administration, and/or business administration field. A Master's Degree is preferred. Five (5) to ten (10) years of progressively responsible administrative or management experience in the human resources and/or personnel field. Senior Professional Human Resources (SPHR) Certification is preferred.

The Urban Redevelopment Authority is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual preference, political and/or union affiliation. A

APPLICANTS MUST BE CITY OF PITTSBURGH RESIDENTS, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please send resume and letter of interest to:

**Robert Rubinstein
Acting Executive Director
Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6663; Fax: 412-255-6617
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